

Agenda

Parchment Planning Commission

March 22, 2023 – 6:00 pm

Kent DeBoer, Chairperson
Sandy Bliesener

Cheryl Lyon-Jenness
Sara Dean

John Tecca

Nancy Stoddard, City Manager

Rebecca Harvey, Zoning Administrator

1. Call to Order

2. Roll Call

3. Approval of Minutes

- a. Minutes from November 30, 2022

4. Citizen Comments – When called upon by the Chairperson, state your name, address, and you will be allowed up to 3 minutes for your comments.
Reminder: You will be making a statement, without discussion from the Planning Commission.

5. Public Hearing - Open

- 1. Zoning Ordinance text amendments to Article 13, Review and Approval Procedures, including Section 13.1 – Review and Approval of Site Plans subsections 1.-3. and 5.-8
- 2. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.7 – Off-Street parking Requirements, subsection 12, and so as to add subsections 14. and 15.
- 3. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.8 – Off-Street Parking Space Layout, Standard, Construction, and Maintenance so as to add subsection 13.
- 4. Zoning Ordinance text amendments to Article 12, General Provisions, so as to add Section 12.31 – Sidewalks
- 5. Zoning Ordinance text amendments to Article 12 – General Provisions, so as to add Section 12.32 – Solar Panels and Section 12.33 – Solar Farms.

6. Zoning Ordinance text amendments to Article 2, Construction of Language and Definitions, including Section 2.2 – Definitions, so as to add definitions for 'solar panel' and 'solar farm'.

Close Public Hearing -

6. Old Business

- A. Status of Fishbeck (formerly Envirologic) grant application
- B. Status of Zoning Ordinance amendments

7. New Business

- A. Election of Officers – Chairperson, Vice-Chairperson, Secretary
- B. 2022 Annual Report Review – Chairperson DeBoer
- C. 2023 Planning Commission Meeting Schedule
- D. 2023 Work Plan for Planning Commission
- E. Driveways within Mill Site - Discussion
- F. Parks and Recreation Committee Update – Lyon-Jenness
- G. Zoning Amendments – Residential Districts

8. Next Meeting – April 26, 2023

9. Adjournment

Planning Commission Meeting Minutes
November 30, 2022

1. Call to Order at 6:00pm

2. Roll Call – Chairperson DeBoer, Commissioners Lyon-Jenness, Dean, Tecca, and Bliesener, City Manager Stoddard, and ZA Harvey.

3. Approval of Minutes – October 26, 2022

- DeBoer asked if Special Parking District had been added to the previous zoning map. City Manager reported that they had not been added. Harvey stated that it was a good idea and merit in doing it. DeBoer said that it should be added. Harvey agreed that it would tie it together.
- Bliesener stated a correction to Page 1 Old Business- Replace the words their selves with themselves.
- Motion by Tecca to accept the minutes with the correction, support by Bliesener
- All ayes

4. Citizen Comments

- No comments

5. Old Business

A. Work Plan Item #4: Zoning Ordinance Amendments – Supplemental Standards
(Article 12 – Solar Energy Facilities)

Section 12.32 Solar Panels

- DeBoer asked Zoning Administrator Harvey to proceed
- Harvey looked over the Solar Panel language and created Draft #2 incorporating all changes. There was discussion to have the solar panels only attached/mounted to buildings. The Planning Commission (PC) discussion brought forth the desire to not have stand-alone solar panels. Harvey removed unwanted items and the draft restrictions. She stated that the draft restrictions represent the direction that the PC is going.
- Harvey stated that the language for Solar Farms is being put before the PC. The approach may not be from other communities but it will be what the PC wants.
- Bliesener questioned the no free standing units and wondered if the PC wanted to be as open as possible.
- Harvey's notes from the previous meeting highlighted the restrictive items.
- Bliesener was thinking that they wanted a more unrestrictive use.
- DeBoer stated that he would not want to see them in front yards.
- Lyon-Jenness said that the PC agreed to not do the restrictions.
- DeBoer wanted to make sure of the final decision regarding restrictions.
- Lyon-Jenness affirmed that it was acceptable to attach solar panels to buildings, not free-standing placement.

- Harvey said that the design goal was to have them blend into the area.
- Tecca asked that if they built a better model, could the PC change the ordinance.
- Harvey stated that as technology has improved, solar panels look better now.
- Tecca asked if the PC could use language to prevent front yard use.
- Harvey said that whether they allow free standing or do not, the PC should not base the ordinance on the look.
- Tecca stated that the PC should be receptive to evolution.
- DeBoer reiterated that the PC will not allow free standing solar panels.
- Lyon-Jenness brought up flush mounted solar panels on flat roof.
- DeBoer said that they could be screened (on commercial buildings). They could have the solar panel above the flat part of a roof. The panels should not project vertically on a roof. (B1)
- Dean asked if it would extend past the roof line/peak.
- Bliesener stated that it would have to extend past the roof.
- Lyon-Jenness wanted to know if it would impede the functionality (B1)
- Dean said that commercial users could use screening.
- DeBoer said that it was not cheap but can be done.
- Bliesener said that the language looks good for industrial use

Section 12.33 Solar Farms

- Harvey began with the property identified by the PC as the lagoon area for possible solar farming.
- DeBoer asked if the PC needed to add the PUD District to Page 3.
- Harvey said that she had two thoughts about the lagoon area. 1) It is a good idea for the property to be used in this way. 2) On the property with infrastructure, she would like to see language added to the Industrial District.
- DeBoer asked that if a solar farm could be placed on the lagoon area, which is in the PUD, would the PC need to take some action?
- Harvey said that she could make any changes that the PC wants and she will add it to the list for the Public Hearing.
- Harvey will present each item at the Public hearing. DeBoer will need to open and close each of the items at the hearing.

6. New Business

A. Updated Work Plan Review

- Harvey said that DeBoer could use the 2022 Work Plan and work from that list. She was not sure how long the Solar Panel and Farm conversation would be but if there was time, the PC can talk about the next section to review – Housing, Residential Amendments. The way they were written, makes for heavy lifting. Harvey stated that the PC wants to know what is next and they have picked meaty objectives, including what the PC would do to address each one.

B. WP Item #1 – Residential Districts

- Harvey stated that the January meeting with the Public Hearing would be a lot for one meeting. The PC could use December to think about which Work Plan item would be first. All five Residential Districts are about Housing Stock and Residential Portfolios. They talk about buildings and how they are arranged. Should they amend the ordinance or add some pizzazz?

1. Allow clustered residential subdivision design (SF-2F dwellings)

- Harvey suggested that the PC let a developer toss out standard metrics and allow them to not be predictable by using something like clustering. What would this look like? It is a way of arranging homes for residential development within the community's space. Metrics are designed for density control but it is not currently in the ordinance. Flexibility (outside of the Mill PUD) may allow for this clustering. Not a lot of space for it in Parchment. Maybe more attractive to communities with a lot of green space. This offers developers alternatives, without limits. This does not allow different housing, just arranging of the houses.

2. Provide for alternate, innovative housing types:

- Harvey said that the Residential District provides for alternate housing types, not land division. The ordinance allows single and multiple homes. If the majority of land is for single family development, then that is the only type of market that will respond. The target market approach is for those that are looking for certain housing but may want something different. Communities do not have enough housing now. Manufacturers need homes for their employees.

3. Allow a mix of housing types in new developments; discourage single family only developments

- Harvey stated that the City needs to expand housing stock. Currently, we use a mixed housing in different environments. What do we do to get at this attainable housing for the community (middle class)?
- Harvey advised that if what the City is looking at in their Master Plan is to improve selection of housing types, then concentrate on these different housing types. You (PC) may consider adding some, like attainable housing. This can be a more effective use of property.
- Harvey suggested Accessory Dwelling Units (ADU) which is being embraced by communities. ADUs allow a 2nd unit that comes with enough parameters that serve a need. The owner lives in one home and a parent, child, or renter lives in the 2nd dwelling. This intends to provide for an expanded type of housing unity that is affordable, walkable, and not impactful to the character of a property.
- Tecca asked if it could be done on a full size lot, such as the one on Parchmont.
- Harvey said that a house could be built, with the established character of the neighborhood in the front of the lot. The ADU could be built in the back of the

lot; thus making it not noticeable from the road, subordinate in size to the original building and at a different price point.

- Tecca asked if 4 micro houses could be built on that lot.
- Harvey stated that it would be considered a Cottage Development with the placement of tiny homes. These are not placed like regular homes. 4 tiny homes = a cottage development, in which all homes face a courtyard, with a variety of arrangements.
- Harvey should think about the following questions:
 - Should the PC look at a mix of housing sizes and the need of residents?
 - Would they be able to design a Cottage Development?
 - What is the PC trying to do; offer more choices?
 - Is this the driving force for these decisions?
 - The PC may be able to solve these questions with these alternate choices
- Harvey mentioned short term rentals. Some communities hate them; some think they are lucrative. The housing discussion is sucking up the middle housing availability. Family housing is limited, which affects schools, tourism in downtown areas. It's possible that within the next year not much will be done about it. Lansing realtors have a strong lobby. They will try to prohibit a community from short term rentals based on a certain percentage of housing stock (not more than 30% can be short term housing stock). 10% short term housing can cause damage to the community's housing stock, schools, etc.

4. Use density bonuses to incentivize clustered residential subdivision design and mixed housing development.

- Harvey said that the PC should think about expanding housing options. They could incorporate it into the ordinance at any time.

5. Examine the possibility of dividing the R-M District into two districts based on the scale of the building. Create one district for lower density multifamily housing such as townhouses, row houses, and duplexes; and another district would be for larger multifamily facilities.

- Harvey explained that the PC could expand the choices or provide more housing. Doing anything to the R-M District will be the most comfortable to work on. She believes that it is important to preserve the sanctity of the neighborhood character. Tinkering with the R-M District could be used as a model. The PC may be able to put ADU structures into a district that has that density mandate, creating a 4th zoning district. There are 3 districts locked into R-M, which makes it hard to accommodate a variation. The use of a varying district may provide more to think about. It's just a matter of what the PC would be interested in doing.
- DeBoer asked what is the PC trying to accomplish and how to do it. He gets a little concerned over tinkering with these ordinances.

- Bliesener said that the City of Parchment is such an anomaly. It's difficult to see all items being included.
- Tecca stated that some changes in the R-M would be able to happen or in the new residential district by Wilson. Are grandma or garage houses allowed? I don't think it changes the character of a neighborhood.
- Bliesener said that there will be more cars with multiple dwellings.
- DeBoer said that grandma and grandpa may each have their own cars; paving may be needed in the backyard.
- Bliesener stated that the ordinance addresses parking on lawns/yards.
- DeBoer mentioned camper storage on these properties.
- Bliesener said that what would be good about it, is that a small unit may help with downsizing, without having to leave the City of Parchment. Not any options like this in the City. We should be open minded.
- Harvey said that she has seen the life cycle of the ADU. Eventually the parent ends up in the ADU. The ADU may be used as a source of income. It can be at the top of the Accessory Building, too.
- Tecca said that there was a house on Parchmount that sat vacant for 20 years. It was a small house of about 600 square feet, and it fit into the neighborhood.
- Bliesener stated that small homes fill a need.
- DeBoer said that the Public Hearing is in January. The PC should think about what is next.
- Harvey stated that the PC has put in all their work on the text amendments. Maybe a brief conversation can be held at that meeting to work on another part of the zoning ordinances. In January, the PC will work on their 2023 Work Plan, Annual Report, and the Meeting Schedule.
- DeBoer stated that this is important and would like time to talk about it. He asked if Harvey would be present, to which she replied yes. We will think about these options in December and will vote on them in January.
- Harvey stated that the statutes require those reports..
- DeBoer said that he will write a report draft for January 2023 and get it to the City Manager.
- **Next Meeting** – The next meeting will be on Wednesday, January 25, 2023 at 6pm.

7. Adjournment – Motion by Tecca, supported by Dean. All ayes. Meeting ended at 7:15pm.

**CITY OF PARCHMENT
KALAMAZOO COUNTY, MICHIGAN**

NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PARCHMENT,
KALAMAZOO COUNTY, MICHIGAN AND ALL OTHER INTERESTED PARTIES.**

PLEASE TAKE NOTICE that a Public Hearing/Regular Meeting will be held by the City of Parchment Planning Commission on Wednesday, February 22, 2023 at 6:00 p.m. at the Parchment City Hall, Riverview, 650 S. Riverview Drive, in the City.

PLEASE TAKE NOTICE that the item(s) to be considered at this Public Hearing include, in brief, the following:

- 1. Zoning Ordinance text amendments to Article 13, Review and Approval Procedures, including Section 13.1 – Review and Approval of Site Plans, subsections 1.-3. and 5.-8.**
- 2. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.7 – Off-Street Parking Requirements, subsection 12, and so as to add subsections 14. and 15.**
- 3. Zoning Ordinance text amendments to Article 12, General Provisions, including Section 12.8 – Off-Street Parking Space Layout, Standards, Construction, and Maintenance so as to add subsection 13.**
- 4. Zoning Ordinance text amendments to Article 12, General Provisions, so as to add Section 12.31 – Sidewalks.**
- 5. Zoning Ordinance text amendments to Article 12 – General Provisions, so as to add Section 12.32 – Solar Panels and Section 12.33 – Solar Farms.**
- 6. Zoning Ordinance text amendments to Article 2, Construction of Language and Definitions, including Section 2.2 – Definitions, so as to add definitions for ‘solar panel’ and ‘solar farm’.**
- 7. Such other and further business as may properly come before the Planning Commission at said hearing.**

PLEASE TAKE FURTHER NOTICE that the proposed zoning ordinance amendments can be reviewed at the office of the City Clerk during regular business hours of regular business days and will also be available at the meeting.

PLEASE TAKE FURTHER NOTICE that written comments will be taken from any interested person concerning the proposed text amendments at the office of the City Clerk at the address set forth below, at any time during regular business hours up to 4:00 p.m. on the date of the hearing and will further be received by the Planning Commission at the hearing.

PLEASE TAKE FURTHER NOTICE that the City of Parchment Planning Commission and City Commission reserve the right to make changes in the proposed zoning amendments at or following the public hearing. All interested persons are invited to be present at the aforesaid time and place.

The City of Parchment will provide necessary reasonable services to individuals with disabilities at the hearing upon four (4) days' notice to the City Clerk. Individuals requiring services should contact the City Clerk at the address or telephone number listed below.

CITY OF PARCHMENT PLANNING COMMISSION

By: Shannon Stutz, City Clerk
650 S. Riverview Drive
Parchment, MI 49004
269.349.3785



City of Parchment Planning Commission

ARTICLE 13. - REVIEW AND APPROVAL PROCEDURES

Section 13.1. - Review and approval of site plans.

1. *Application. **Site Plan Review required.*** Prior to the establishment of a new use, change of use, addition to **or expansion of** an existing use, or the erection of any building in a zoning district, subject to the conditions listed below, a site plan shall be submitted and approved, approved with conditions, or disapproved by the planning commission in accordance with the Ordinance requirements of this article.
 - a. Site plan reviews are **is** required for all permitted principal uses and structures in all zoning districts (except for the single-family detached dwellings and their accessory uses) and all conditional approval uses in all zoning districts.
 - b. When the proposed new construction or remodeling constitutes an addition to an existing building, or use, site plan review procedures may be modified, at the discretion of the **building zoning** official, to provide for an administrative review by the **building zoning** official in lieu of a more formal review by the planning commission. The **building zoning** official may conduct an administrative review provided both of the following are true:
 - (1) No variances to the Ordinance are required.
 - (2) The proposed new construction would not increase the total square footage of the building greater than 25 percent, or 1,000 square feet, whichever is less.
 - c. For those cases requiring site plan review solely as a result of building re-occupancy, site plan review procedures may be modified, at the discretion of the **building zoning** official, to provide for an administrative review by the **building zoning** official in lieu of a more formal review by the planning commission. The **building zoning** official may conduct an administrative review provided all of the following are true:
 - (1) Such use is conducted within a completely enclosed building.
 - (2) Re-occupancy does not create additional parking demands, beyond 25 percent of that which exists, **affect the number of parking spaces provided or alter access locations or design.**
 - (3) Re-occupancy does not substantially alter the character of the site.



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d. Every site plan submitted for review shall be in accordance with the requirements of this Ordinance. Administrative review procedures are not intended to modify any ordinance, regulation or development standard.

2. ~~Copies~~ **Application material required.** ~~Every site plan submitted to the planning commission shall be in accordance with the requirements of this Ordinance. Twenty complete copies of all site plans shall be filed with the city clerk who shall place the request on the next planning commission agenda.~~ **To initiate site plan review by the planning commission, the following application material shall be submitted:**

- a. **A completed and signed Application for Site Plan Review.**
- b. **Seven (7) copies of the site plan, prepared in accordance with the requirements of this ordinance.**
- c. **The required application fee.**

Upon submission of the required application materials, the site plan review request shall be placed on the next open planning commission agenda. The application material shall be distributed to the appropriate city officials for review. Site plans involving conditional uses will be subject to the review process established by Section 13.3.

3. *Information required.* The following information shall be included on the site plan:
- a. **Date, north arrow and scale;** a scale of not less than 1" equals 50' **20 feet** if the subject property is less than three acres and 1" equals 100 **feet** if three acres or more.
 - b. ~~Date, north point and scale.~~
 - c. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties and buildings within 100 feet.
 - d. Legal description of ~~parcel~~ **the subject property.**
 - e. Existing and proposed topography with contours at two-foot intervals, (based on U.S.G.S. datum), extending a minimum of 100 feet beyond site boundaries.
 - f. An inventory of existing **woodlots, trees** and vegetation on the site and an indication of any **proposed** alterations.
 - g. **Soil characteristics of the site, at least to the detail provided by the U.S. Soil Conservation Service.**
 - h. ~~The location and nature of any streams, drains, swamps, marshes, and/or unstable soils.~~ **Water courses and water bodies, including lakes, ponds, rivers, streams, floodplains and wetlands, county/city drains, and manmade surface drainage ways.**



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- i. ~~An indication of basic~~ **Natural and engineered** drainage patterns (**e.g., natural drainage courses, storm sewers**), existing and proposed, and including any structures (**e.g., drains, catch basins, dry wells**), retention/**detention** basins **and other facilities designed to collect, store and transport storm water.** ~~and fencing which are proposed. The applicant shall contact the municipality and municipal engineer to determine the adequacy of utility and storm water proposals, slope and soil erosion requirements to determine if any such requirements will adversely affect the site plan.~~
- j. **The size and location of existing and proposed utilities, including proposed connections to public sewer or water supply systems and fire hydrants.**
- k. A schedule of parking needs. Separate drawings may be submitted to indicate usable floor areas, etc., for computation of parking needs.
- l. A detailed planting **landscape** plan and schedule of plant materials and sizes.
- m. Cross-section drawings, **including height and type**, of any **trash storage areas, fences, walls, or berms**, etc.
- n. The location and width of all existing and proposed sidewalks on or bordering the subject site **property**. ~~Where the subject site **property** borders a public right-of-way, a concrete sidewalk, five feet in width, shall be provided within the public right-of-way, one foot from the subject's site's property line. If a sidewalk in good condition exists within the public right-of-way, the above requirement may be waived, by the building official.~~
- o. The location, **setbacks, dimensions and height** of all existing and proposed structures ~~of~~ **on** the subject property and all existing structures within 100 feet of the subject property. ~~The setbacks to all existing and proposed structures to be retained or constructed on the site shall be indicated; this includes buildings, signs, trash storage areas, walls, fences, berms, parking areas, etc. The height of all proposed structures shall also be indicated.~~
- p. **Elevations and floor plans for all existing and proposed buildings.**
- q. The location **and dimensions** of all existing and proposed drives, **loading/unloading areas** and parking areas.
- r. The location **and width of the pavement and** right-of-way widths of all abutting streets and alleys.
- s. The name, address, and telephone number of the **professional** responsible for the preparation of the site plan, including the seal of the architect, planner, ~~designer,~~ engineer ~~or person~~ **or land surveyor who prepared the drawings.**



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- t. The names, addresses and telephone numbers, of the developers: **property owner and applicant.**
- u. In addition to the above information, the applicant shall submit a supplementary explanation as to the specific type(s) of activities proposed. Such information shall include, but not be limited to:
- 1) Estimated number of employees, ~~resident shoppers, etc.~~, **proposed number of shifts and the maximum number of employees on each shift.**
 - 2) Hours of operation.
 - 3) **A description of the proposed operation in sufficient detail to indicate the effects of those operations in producing traffic congestion, noise, glare, air pollution, water pollution, land pollution, fire or safety hazards, or the emission of potentially harmful or obnoxious matter or radiation.**
~~Any changes anticipated in terms of dust, odor, smoke, fumes, noise, lights, etc.~~
 - 4) ~~Modifications to vegetative cover, drainage patterns, earth work, problem areas.~~
 - 5) ~~Any ancillary Improvements that the applicant~~ **proposed** ~~to remedy or prevent problems created by the development.~~ **identified impacts.**
 - 6) ~~Estimated costs of proposed landscaping berms, walls, acceleration-deceleration lanes, or bypass lanes or any other required site improvement not covered in the building permit cost estimates shall be provided.~~
- v. **Any other information deemed necessary by the planning commission.**
4. *Content of site plan file.* The site plan(s), all supplementary data, together with minutes of any meeting and/or hearings related to the proposed site plan shall become part of the official site plan file.
5. ~~*Standards for approval.* In the process of reviewing the site plan, the planning commission shall consider:~~
- a. ~~Specific development requirements set forth in the Zoning Ordinance.~~
 - b. ~~The location and design of driveways providing vehicular ingress to and egress from the site, in relation to streets giving access to the site, and in relation to pedestrian traffic.~~
 - c. ~~The traffic circulation features within the site and location of automobile parking areas; and may make such requirements with respect to any matters as will assure:~~
 - 1) ~~Safety and convenience of both vehicular and pedestrian traffic, both within the site and in relation to access streets.~~
 - 2) ~~Satisfactory and harmonious relationships between the development on the site and the existing and prospective development of contiguous land and adjacent neighborhoods.~~
 - 3) ~~Accessibility afforded to emergency vehicles.~~
 - d. ~~The arrangement of use areas on the site in relation to functional, efficient and compatible arrangements within the site and also to adjacent uses.~~



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~~e. The planning commission may further require in pursuance of these objectives and same shall be provided and maintained as a condition of the establishment and the continued maintenance of any use to which they are appurtenant.~~

- ~~f. In those instances wherein the planning commission finds that an excessive number of ingress and/or egress points may occur with relation to major or secondary thoroughfares, thereby diminishing the carrying capacity of the thoroughfare, the planning commission may require marginal access drives. For a narrow frontage, which will require a single outlet, the planning commission may require that money be placed in escrow with the City of Parchment so as to provide for a marginal service drive equal in length to the frontage of the property involved. Occupancy permits shall not be issued until the improvement is physically provided, or monies have been deposited with the clerk.~~
- ~~g. The cost estimates, as required in this section shall be reviewed by the appropriate municipal official (i.e., building official, engineer or planner) for their compliance with current cost estimates. These reviews and recommendations shall be forwarded to the planning commission for inclusion in any approved site plan.~~
- ~~h. The planning commission may waive site plan information for topography, vegetation, problem soils, landscaping, employment data environmental considerations, etc., when such concerns are obviously not pertinent to the proposed development.~~
- ~~i. The planning commission, or building official as part of administrative review procedures, shall seek the input from local public safety officials as part of the site plan review process, prior to approving, disapproving, or approving with conditions, the site plan.~~

Standards for approval. The following criteria shall be used as a basis upon which site plans will be reviewed and approved:

- a. Site Design Characteristics:** All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and nature of the property, the character of adjoining property, and the type and size of buildings. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by this Ordinance.
- b. Ingress and Egress:** There is a proper relationship between the abutting street and proposed driveways and parking areas so as to ensure the safety and convenience of vehicular and pedestrian traffic.
- c. Vehicular and Pedestrian Circulation Layout:** The vehicular and pedestrian circulation layout shall respect the pattern of existing or planned streets or pedestrian or bicycle pathways in the vicinity of the site.
- d. Emergency Vehicle Access:** All buildings or groups of buildings shall be so arranged as to permit convenient and direct emergency vehicle access.



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- e. **Screening:** The provision for fencing, walls, and/or landscaping may be required as a screening device to minimize adverse effects upon surrounding properties.
- f. **Natural Feature Preservation:** As many features of the landscape shall be retained as possible where they furnish a barrier or buffer to adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion and/or the discharge of storm waters. Effort to preserve the integrity of the land, existing topography, natural features and natural drainage patterns to the greatest extent feasible shall be demonstrated.
- g. **Storm Water Management:** Appropriate measures shall be taken to ensure that the removal or drainage of surface storm water will not adversely affect adjoining properties or the capacity of the public or natural storm drainage system. Provisions shall be made for a feasible storm drainage system, the use
- h. of green infrastructure solutions, where possible, the construction of storm water facilities, and the prevention of erosion. Surface water on all paved areas shall be collected at intervals so that it will not obstruct vehicular or pedestrian traffic and will not create nuisance ponding in paved areas. Grading and drainage plans shall be subject to review by the City.
- i. **Soil Erosion and Sedimentation:** Appropriate measures shall be taken to prevent soil erosion and sedimentation during and upon completion of construction, in accordance with current county and city standards.
- j. **Public Services:** Adequate services and utilities, including water, sanitary sewer, and storm water control services, shall be available or provided, and shall be designed with sufficient capacity and durability to properly serve the development. All services and utilities shall conform to the design and construction standards of the county or city, as appropriate.
- k. **Danger from Hazards:** The level of vulnerability to injury or loss from incidents involving hazardous materials or processes shall not exceed the capability of the City to respond to such hazardous incidents so as to prevent injury and loss of life and property. In making such an evaluation, the City shall consider the location, type, characteristics, quantities, and use of hazardous materials or processes in relation to the personnel, training, equipment and materials, and emergency response plans and capabilities of the City.

Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals shall be designed to prevent spills and discharge of polluting materials to the surface of the ground, groundwater, or nearby water bodies.



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- l. Health and Safety Concerns:** Any use in any zoning district shall comply with applicable Federal state, county, and local health and pollution laws and regulations with respect to noise; dust, smoke and other air pollutants; vibration; glare and heat; fire and explosive hazards; gases; electromagnetic radiation; radioactive materials; and, toxic and hazardous materials.
- m. Sequence of Development:** All development phases shall be designed in logical sequence to ensure that each phase will independently function in a safe, convenient and efficient manner without being dependent upon subsequent improvements in a later phase or on other sites.
- n. Coordination with Adjacent Sites:** All site features, including circulation, parking, building orientation, landscaping, lighting, utilities, common facilities, and open space shall be coordinated with adjacent properties.
6. *Planning commission actions.* The planning commission, upon reviewing a site plan, shall take one of the following actions:
- a. *Approval.* If the site plan meets all the Zoning Ordinance and related development requirements and standards, the planning commission shall **approve the site plan**. ~~record such approval and the chairman shall sign three copies of the site plan filing one in the official site plan file, forwarding one to the building official, and returning one to the applicant.~~
- b. *Disapproval.* If the site plan does not meet Zoning Ordinance and related development requirements and standards, **or if the site plan requires extensive revision to comply with said standards**, the planning commission shall **deny the site plan**. ~~record the reasons for denial. The applicant may subsequently refile a corrected site plan under the same procedures followed for the initial submission.~~
- c. *Conditional approval.* If minor corrections to the site **plan** are necessary, which can be clearly noted, **then the planning commission may impose reasonable conditions upon approval of the site plan. The conditions for approval shall be identified and the applicant shall submit a revised plan indicating compliance with said conditions. The applicant must submit the revised site plan to the planning commission for final approval, unless the planning commission authorizes administrative review.** ~~shall so note such conditions and the chairman shall sign three site plans as conditionally approved and stating the necessary conditions. One copy shall be retained in the official site plan file, one forwarded to the building official, and one returned to the applicant.~~
- ~~*Table: Postponement:* If the site plan is found to be in violation of the requirements or incomplete with respect to necessary information, the planning commission may postpone consideration of a site plan until a later meeting. table action on the~~



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~~site plan until ordinance compliance is shown or required additional information is provided.~~

7. *Performance guarantees.* To ensure compliance with the Zoning Ordinance and any condition imposed thereunder, the planning commission may require that a cash **deposit**, certified check, irrevocable bank letter of credit, or surety bond acceptable to the city **planning commission**, covering the estimated cost of improvements associated with a project for which site plan approval is sought, be deposited with the

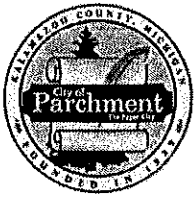
City to ensure faithful completion of the improvements. ~~and also be subject to the following:~~

- a. The performance guarantee shall be deposited prior to the issuance of a temporary certificate of occupancy. The City shall establish procedures whereby a rebate of any cash deposits in reasonable proportion to the ratio of work completed on the
 - b. required improvements will be made as work progresses. Any partial release of funds shall be less than ten percent **of the performance guarantee**, which shall be retained by the municipality until all work has been completed and subsequently inspected and approved by the building **zoning** official. This does not relieve the applicant from satisfying all applicable maintenance warranties and/or guarantees necessary to ensure the proper functioning of said public improvements.
 - c. ~~This section shall not be applicable to improvements for which a cash deposit, certified check, irrevocable bank letter of credit, or surety bond has been deposited pursuant to Act 288 of the Public Acts of 1967, as amended (the state Subdivision Control Act).~~ **If any improvements are not constructed within the time limit established as part of the site plan approval or within any extension thereof, the planning commission shall request the City take appropriate legal steps to ensure completion using so much of the performance guarantee as is necessary for such purpose.**
 - d. As used in this section, "improvements" mean those features and actions associated with a project which are considered necessary by the ~~body or official granting zoning approval,~~ **planning commission** to protect natural resources, or the health, safety, and welfare of the residents of the city and future users or inhabitants of the proposed project or project area, including roadways, lighting, utilities, sidewalks, screening, landscaping, and surface drainage. Improvements do not include the entire project which is the subject of zoning approval.
8. *Period of completion. Term of Approval.* ~~An approved site plan shall remain valid for a period of one (1) year from the date of approval.~~ **The site plan approval shall remain valid for a period of one (1) year from the date of approval. One (1) six-month time extension may be granted after a review of the application by the planning commission. At the end of the six-month extension, if no building permit has been obtained and on-site development actually commenced, the site plan approval shall become void. In the event all improvements are not installed, then any such remaining improvements shall be completed no later than July 1 of the following construction season except that the planning commission may, at its discretion, upon**



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~~application by the owner and for cause shown, provide for up to two successive twelve-month extensions.~~



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ARTICLE 12. – GENERAL PROVISIONS

Section 12.7. – Off-street parking requirements

12. The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

a.	RESIDENTIAL		
-	(1)	Single- or Two-Family unit	Two per dwelling unit
-	(2)	Multiple-Family Dwelling	Two per dwelling unit plus 0.25 parking spaces per unit for visitor parking.
-	(3)	Housing for the Elderly	One space per efficiency dwelling unit (no separate bedroom), 1.25 spaces per each one-bedroom unit, and 1.5 spaces per two or more-bedroom units.
-	(4)	Mobile Home Park	Two for each mobile home site and one for each employee of the mobile home park. MI Admin Code R. 125.1925
b.	INSTITUTIONAL		
-	(1)	Churches or Temples	One for each three seats or six feet of pews based on the maximum seating capacity in the main unit of worship.
-	(2)	Hospitals	One for each one-bed. 1 per 2 beds + 1 per employee of maximum shift
-	(3)	Convalescent or Nursing Homes	One for each four beds.
		Home for the Aged (Congregate Care Facility) or Adult Foster Care Facility	1 per 2 beds + 1 per employee of maximum shift



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-	(4)	Elementary and Junior High Schools Schools	One for each teacher, employee, or administrator, in addition to the requirements of auditorium. 1 per employee plus 1 per 10 students enrolled in grades 10-12, or auditorium requirements, whichever is greater
-	(5)	Senior High Schools	One for each one teacher, employee, or administrator and one for each ten students, in addition to the requirements of the auditorium.
-	(6)	Private Clubs or Lodge Halls	One for each three four persons allowed within the maximum occupancy load as established by local, county, or state fire, building, or health codes plus 1 per 2 employees
-	(7)	Private golf clubs, Swimming Pool Clubs, Tennis Clubs, or Other Similar Uses	One for each two member families or individuals and one for each employee in addition to the requirements for each accessory use such as a restaurant or bar.
-	(8)	Golf Courses Open to General Public, Except Miniature or "Par 3" Courses	Six Four for each one golf hole and one for each employee, in addition to the requirements for each accessory use, such as a restaurant or bar.
-	(9)	Fraternity or Sorority	One for each five permitted active members or one for each two beds, whichever is greater.
-	(10)	Stadium, Sports Arena, or Similar Place of Outdoor Assembly w/ fixed seats	One for each three seats or six feet of benches.
-	(11)	Theaters and Auditoriums	One for each three four seats plus one for each two employees.
-	(12)	Nursery School, Day Nurseries or Child Care Centers	One for each employee on largest shift and one for each seven students permitted at maximum occupancy in attendance at any particular time.
-	(13)	Library	One for each 2.5 three persons allowed within the maximum occupancy load as established by local, county, or state fire, building or health



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			codes, and one for each employee in the largest working shift.
c.		BUSINESS AND COMMERCIAL	
-	(1)	Planned Commercial or Shopping Center	Four per 1,000 square feet of gross floor area for planned commercial or shopping centers having between 10,000 and 50,000 square feet of gross floor area. Planned commercial or shopping centers containing more than 50,000 square feet of gross floor area shall provide five per 1,000 square feet of gross floor area. When a restaurant, lounge, or other establishment whose primary business offers prepared food for sale or consumption on the premises, or carry-out, and is part of a planned commercial or shopping center, the parking for such use shall be computed separately, based on the need for a free-standing use of this nature, and the resulting increase shall be added to the other uses in the center.
-	(2)	Auto Vehicle Wash (Automatic)	One for each one employee. In addition, reserve parking on-site waiting spaces equal in number to five times the maximum capacity of the auto wash. Maximum capacity of the auto wash shall mean the greatest number of automobiles possible undergoing some phase of washing at the same time, which shall be determined by dividing the length in feet of each wash line by 20.
-	(3)	Auto Vehicle Wash (Self-Service or Coin-Operated)	1 per employee plus five reserve parking three on-site waiting spaces at each washing stall.
-	(4)	Beauty Parlor or Barber Shop	Three spaces for each of the first two beauty or barber chairs, and one and one-half spaces for each additional chair.
-	(5)	Bowling Alleys	Five for each one bowling lane in addition to the requirements for each accessory use, such as a restaurant or bar.



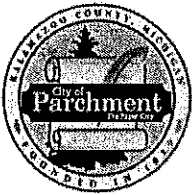
City of Parchment Planning Commission

-	(6)	Dance Halls, Roller Skating Rinks, Exhibition Halls, and Assembly Halls without Fixed Seats	One for each two four persons allowed within the maximum occupancy load as established by local, county, or state fire, building, or health codes plus 1 per 2 employees
-	(7)	Standard Restaurant	One for each three persons allowed within the maximum occupancy load as established by local, county, or state fire, building or health codes, plus one for each two three employees.
-	(8)	Furniture and Appliance, Household Equipment, Repair Shops, Showroom of a Plumber, Decorator Electrician, or Similar Trade, Shoe Repair, and Other Similar Uses	One for each eight hundred (800) square feet of usable floor area. (For that floor area used in processing, one additional space shall be provided for each two persons employed therein.)
-	(9)	Gasoline and Vehicle Service Stations	Two for each lubrication stall, rack, pit or service bay ; one for each gasoline pump; and one for each 150 200 square feet of usable floor space devoted to retail sales.
-	(10)	Laundromats and Coin-Operated Dry Cleaners	One for each two washing and dry-cleaning machines.
-	(11)	Miniature or "Par-3" Golf Courses	Three for each one hole plus one for each one employee.
-	(12)	Mortuary Establishments	One for each 50 square feet of usable floor space.
-	(13)	Motel, Hotel, or Other Commercial Lodging Establishments	One for each one occupancy unit plus one for each employee
-	(14)	Motor Vehicle Sales and Service Establishments	One for each 200 300 square feet of usable floor space of sales room and one for each one auto service stall in the service room.
-	(15)	Retail Stores Except as Otherwise Specified Herein	One for each 150 200 square feet of usable floor space.
-	(16)	Establishments Offering Carry-out Service, Being Establishments Primarily Serving Customers over a Counter or Through a Window, i.e., Food Carry-out, Dry Cleaner	One parking space for each employee in the largest working shift and one parking space for each 30 60 square feet of usable floor area devoted to customer assembly and/or waiting area. Parking needs for areas devoted to the



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		Pickup, Meat Markets, Bakeries, Shoe Repair, Etc.	consumption of food on the premises shall be computed separately for such seating areas.
	(17)	Pool or Billiard Parlors, Card Rooms Arcades or Other Similar Establishments	One for each three persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
-	(18)	Drive-In/Through Restaurant	One parking space for each employee in the largest working shift; one for each two seats provided; and one for each 30 60 square feet of usable floor area devoted to customer waiting area.
	(19)	Mini-Warehouse Facility	One parking space for each 2,000 square feet of gross building area. At a minimum, two parking spaces must be assigned to, and located conveniently to, each individual storage building. In addition, two spaces for the resident manager, and one additional space for each additional employee shall be provided adjacent to the rental office.
d.	OFFICES		
-	(1)	Banks	One for each 100 200 square feet of usable gross floor space.
-	(2)	Business Offices or Professional Offices Except as Indicated in the Following Item (3)	One for each 200 square feet of usable floor space.
-	(3)	Professional Offices of Doctors, Dentists or Similar Professionals	One for each 50 150 square feet of usable gross floor area in waiting rooms, and one for each examining room, dental chair or similar use area plus 1 per employee
e.	INDUSTRIAL		
-	(1)	Industrial or Research Establishments, and Related Accessory Offices	Three plus One for every 1.5 employees in the largest working shift or three plus one for every 550 2000 square feet of usable gross floor area, whichever is greater.



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-	(2)	Warehouses and Wholesale Establishments and Related Accessory Offices	Three plus One for every one two employees in the largest working shift, or three plus one for every 1,700 square feet of usable floor space, whichever is greater. Space on site shall also be provided for all construction workers during periods of plant construction.
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ADD:

14. Off-street parking spaces provided for any use or site shall not exceed 125% of the minimum parking requirements of this Section. This provision shall not apply to one-family and two-family dwelling units.
15. The Planning Commission may approve a parking plan with more or fewer spaces than allowed/required in consideration of documentation from the applicant that the parking proposed on the site is sufficient to meet the parking needs of the patrons and employees of the proposed use.

Section 12.8. – Off-street parking space layout, standards, construction, and maintenance.

ADD:

13. All developments shall be designed to accommodate bicycle travel, including the provision of bike racks. All parking structures and parking lots for commercial, recreational and institutional uses shall include sufficient bike racks to allow the parking of a minimum of one bike for every 10 parking spaces or one bike for every 3,000 square feet of building floor area, whichever is greater.

ADD:

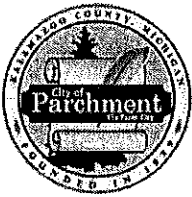
Section 12.31. – Sidewalks



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For all developments requiring site plan review, either a new public sidewalk or the reconstruction of existing sidewalks, shall be required to be constructed along the perimeter of the lot which abuts any public or private street.

New or reconstructed sidewalks shall be aligned with existing or proposed sidewalks and shall be constructed in compliance with City standards. (See Chapter 42 – Streets, Sidewalks, and Other Public Places)



City of Parchment Planning Commission

ARTICLE 12. – GENERAL PROVISIONS

Section 12.32. – Solar Panels

Solar panels, either attached to principal or accessory buildings, shall be allowed in all zoning districts, subject to the following requirements:

1. *Attached to a building.* Solar panels may be attached to the roof and/or the wall.
 - a. Building-mounted solar panels shall be subject to the height and setback requirements applicable to the building to which they are attached.
 - b. Roof-mounted solar panels shall include solar panels integrated as the surface layer of the roof structure with no additional apparent change in relief or projections (the preferred installation), or separate flush-mounted solar panels attached to the roof surface.
 - 1) Flush-mounted solar panels installed on a sloped roof surface shall not project vertically above the peak of the roof to which they are attached.
 - 2) Flush-mounted solar panels installed on a flat roof shall not project vertically higher than the height of the parapet wall surrounding the roof or shall be screened by architectural features.
 - 3) Roof-mounted solar panels shall be only of such weight as can safely be supported by the roof. Proof thereof shall be submitted to the City Building Official prior to installation and shall be subject to the Building Official's approval.
 - c. Wall-mounted solar panels shall not exceed the height of the wall to which they are attached.
 - d. Building-mounted solar panels shall be permanently and safely attached to the building or structure. Proof thereof shall be submitted to the City Building Official prior to installation and shall be subject to the Building Official's approval.
2. The exterior surfaces of solar panels and associated structures/equipment shall be generally neutral in color and substantially non-reflective of light.



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3. Solar panel-related energy storage systems shall be located within a secure temperature-controlled enclosure when in use. When no longer in use, such energy storage systems must be disposed of in accordance with applicable laws and regulations.
4. Solar panels shall conform to applicable industry standards and shall be installed, maintained and used only in accordance with the manufacturer's directions. The City Building Official may inspect the completed installation to verify compliance.
5. Solar panels shall comply with all applicable City construction-related codes and permitting requirements.
6. Solar panels allowed as a permitted accessory use shall require an Administrative Review.
7. Solar panels failing to meet the height or setback requirements set forth herein may be allowed as a conditional use, in accordance with Section 13.3.
8. Solar panels attached to a building that is lawfully nonconforming do not constitute an expansion of a nonconforming building. For building-mounted solar panels on a building that is lawfully nonconforming due to setback, the setback of the lawful nonconforming building shall be considered the applicable setback requirement.

Section 12.33. – Solar Farms

1. **Purpose:** The purpose of this section is to establish guidelines for the siting of solar panel energy systems designed and intended to provide electricity to off-site customers or the electric grid which shall hereafter be referred to as a solar farm. It is further the purpose and intent of this Section to:
 - Allow the safe, effective, and efficient use of a renewable energy system consistent with the goals and objectives set forth in the City of Parchment Master Plan.
 - Preserve and protect public health, safety, welfare, and quality of life by minimizing the potential adverse effects of solar farms, including aesthetic impacts and risks to the values of adjoining properties.
 - Establish standards and procedures by which the siting, design, engineering, installation, operation, and maintenance of solar farms shall be governed.



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2. **Scope:** Solar farms shall be allowed as a Conditional Use in the Mill PUD District as the principal use on a lot.
3. **Solar Farm Requirements:**
 - a. All solar farm structures and equipment shall conform to the minimum front, side, and rear building setback requirements of the zoning district.
 - b. Freestanding solar panels within a solar farm shall not exceed the maximum building height requirements of the zoning district, as measured from the grade where the support structure of the solar panel is affixed to the ground to the top of the panel when oriented at maximum tilt.
 - c. Area covered by solar panels shall not be included in the lot coverage calculations for the lot.
 - d. All power transmission lines shall be located underground, unless otherwise modified by the Planning Commission in consideration of the Conditional Use Criteria established by Section 13.3.
4. **Glare:** Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties, or roadways. The exterior surfaces of solar panels and associated structures/equipment shall be generally neutral in color and substantially non-reflective of light.

The solar farm shall meet any applicable Federal Aviation Administration guidelines for glare and placement in connection with any airports.

5. **Energy Storage System:** When an energy storage system is included as part of the solar farm, it must be placed in a secure temperature-controlled enclosure when in use. When no longer in use, such energy storage system must be disposed of in accordance with applicable laws and regulations.

Energy storage system enclosures shall conform to the solar farm requirements set forth in subsection 3.

6. **Buffering:** Screening shall be provided along the perimeter of a solar farm, including along the adjacent road right-of-way, in accordance with the greenbelt buffer requirements of Section 12.20.



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Buffering should be at a height to obstruct the view at ground level but not inhibit solar production caused by shading. Required buffering is not intended to screen every part of the solar farm.

7. **Permits:** Solar farms shall conform to applicable industry standards and shall be installed, maintained and used only in accordance with the manufacturer's directions. The City Building Official may inspect the completed installation to verify compliance.

Solar farms shall be required to obtain all necessary federal, state and local permits and comply with all applicable Township construction-related codes and requirements.

8. **Removal:**

- a. A documented decommissioning plan shall be provided and shall:

- 1) State the anticipated life of the project;
 - 2) Describe estimated decommissioning costs in current dollars and provide that this figure will be updated every fifth (5th) year after commercial operation of the utility-scale solar panel energy system;
 - 3) Be signed by the party responsible for decommissioning and the landowner (if different);
 - 4) Define the conditions upon which decommissioning will be initiated (e.g.; end of land lease, no power production for 12 months, etc.);
 - 5) State that all equipment, conduit, structures, fencing, roads, and foundations will be removed by the end of the decommissioning period;
 - 6) Require property to be restored to the condition it was in prior to the development of the solar farm;
 - 7) Describe the timeframe for completion of decommissioning activities;
 - 8) Describe any agreement (e.g., lease) with the landowner regarding decommissioning;
 - 9) State the party currently responsible for decommissioning; and



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10) Describe any plans or circumstances requiring an update of the decommissioning plan.

- b. A recorded copy of the decommissioning plan shall be submitted to the City.
- c. Decommissioning shall be completed within 12 months of determination by the Zoning Administrator that the solar farm is no longer being maintained in an operable state of good repair, unless the current responsible party with ownership interest in the facility provides substantial evidence to the Planning Commission of the intent to maintain and reinstate operation of the solar farm.
- d. A cash deposit, certified check, irrevocable bank letter of credit, surety bond, corporate guaranty, or other similar financial instrument acceptable to the Planning Commission that is equal to the cost of decommissioning is required. The amount of security shall be adjusted to equal the latest estimated net decommissioning costs under subsection 8.a.2) above.

ARTICLE 2. – CONSTRUCTION OF LANGUAGE AND DEFINITIONS

Section 2.2 - Definitions

Solar Farm: a solar panel energy system designed and intended to provide electricity to off-site customers or the electric grid.

Solar Panel: a solar panel, a photovoltaic panel, solar hot air or hot water panel collector device or other type of energy system which relies on solar radiation as the source for the generation of electricity or the transfer of stored heat. A solar panel is an accessory use in all zoning districts subject to Section 12.32.

A 'solar panel', accessory to a principal use, is distinct from a 'solar panel energy system' designed and intended to provide electricity to off-site customers or the electric grid.

2022 Annual Report of the Parchment Planning Commission

Planning commissions are created by authority given to local units of government (City Commission) by the Michigan Planning Enabling Act.

This Annual Report is required by Parchment Ordinance Chapter 34, Article IV, Sections 34-51 thru 34-62.

The Planning Commission (PC) meets on the 4th Wednesday of each month at 6pm at Parchment City Hall. During 2022, the PC met 11 times. The PC did not meet in December.

One public hearing was conducted.

The Planning Commission established a 2022 Work Plan.

2022 Work Plan Items

- 1) Zoning Ordinance Amendments-Residential Districts
- 2) Zoning Ordinance Amendments-Commercial/Industrial Districts
- 3) Zoning Ordinance Amendments-Riverfront
- 4) Zoning Ordinance Amendments-Supplemental Standards
- 5) Zoning Ordinance Amendments-Site Plan Review
- 6) Zoning Map Amendments
- 7) Subarea Plans/Studies

Zoning Amendments for Consistency with Master Plan

Master Plan/Zoning Ordinance Review-select/prioritize work items for 2022.

Status: Completed 5.25.22

3) Riverfront-Riverfront Map.

Status: Completed	Map Review	6.22.22
	Revised map	7.27.22
	Revised map	10.26.22
	Accepted	10.26.22

4) Supplemental Standards-Sidewalks.

Status:	Draft #1	7.27.22
	Public hearing	1.23

4) Supplemental Standards-Bike Racks.

Status:	Draft #1	7.27.22
	Public hearing	1.23

4) Supplemental Standards-Off Street Parking Requirements.

Status:

Assessment 8.24.22
Draft#1 9.28.22
Draft#2 10.26.22
Public hearing 1.23

4) Supplemental Standards-Solar Energy Facilities.

Status:

Draft#1 10.26.22
Draft#2 11.30.22
Public hearing 1.23

5) Site Plan Review Standards.

Status:

Draft#1 6.22.22
Draft#2 7.27.22
Public hearing 1.23

Planning Commission Education/Training

1) Planning Commission Training Session.

Status:

Completed 2.23.22

2) Joint City Commission/Planning Commission/
Zoning Board of Appeals Training Session

Status:

Completed 4.27.22

The following is an outline of Planning Commission activities:

January

- Master Plan projects discussion.
- Public hearing to amend City's zoning map, conditionally, due to PC conditionally re-zoning 116 So. Riverview (Bigby's).

February

- Zoning Administrator Harvey conducted training session with PC.

March

- Elected chair, established PC meeting schedule, discussion-bylaws/develop work plan, annual report presented to CC.

April

- Joint training session with ZBA, CC, PC-presented by Zoning Administrator Harvey.

May

- Determine PC work items for 2022: Amendments to Zoning Ordinance, Riverfront, Supplemental Standards.

June

- Review "Site Plan Review Standards"-coordinate with Master Plan.
- Review map of City owned property along river.
- Determine which Supplemental Standards to be reviewed in July.

July

- Reviewed final draft of amendments/revisions to Section 13.1, "Review & Approval of Site Plans.
- Reviewed first draft of Article 12, "General Provisions", Section 12.31 "Sidewalks", 12.8 "Off Street Parking Layouts, Standards, Construction & Maintenance", 12.7 "Off Street Parking Requirements".

August

- Presentation by Envirologic.
- Review off street parking space standards.
- Discuss next work items for PC in upcoming months.

September

- Reviewed draft of Section 12.7 "Off Street Parking Requirements".
- Reviewed revised riverfront property map (indicating parcel layout).
- Presentation by Cheryl re: Activities by Parks Committee since its formation.

October

- Reviewed revised riverfront property map.
- Reviewed Supplemental Standards for sidewalks, bicycle racks, reductions to parking lot requirements.
- Confirm boundaries of special parking district, establish on zoning map.

November

- Reviewed Supplemental Standards, Section 12.32, "Solar Panels"-Draft#2.
- Reviewed Supplemental Standards, Section 12.33, "Solar Panels"-Draft#1.
- Began review of "Residential Districts".

During January, 2023, public hearings will be held for work items completed during 2022;

- 1) Sidewalks.
- 2) Bike Racks.
- 3) Off Street Parking Requirements.
- 4) Solar Energy Facilities.
- 5) Siteplan Review Requirements.

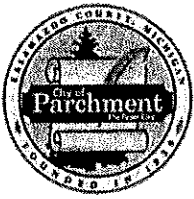
A joint City Commission/Zoning Board of Appeals/ Planning Commission meeting is tentatively scheduled for February 2023-topic:"How the Master Plan works in tandem with PUD zoning for redevelopment at the mill site" -presentation by Zoning Administrator Harvey.

Respectfully Submitted,

Kent R. DeBoer, Planning Commission Chairperson, 2021

**2023 Planning Commission Schedule of Meetings
Wednesday at 6pm**

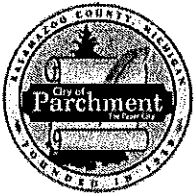
January 25, 2023	Planning Commission Meeting
February 22, 2023	Meeting Canceled due to Inclement Weather
March 22, 2023	Planning Commission Meeting
April 26, 2023	Planning Commission Meeting
May 24, 2023	Planning Commission Meeting
June 28, 2023	Planning Commission Meeting
July 26, 2023	Planning Commission Meeting
August 23, 2023	Planning Commission Meeting
September 27, 2023	Planning Commission Meeting
October 25, 2023	Planning Commission Meeting
November 22, 2023	Planning Commission Meeting – Thanksgiving week
December 27, 2023	Planning Commission Meeting – Christmas week



City of Parchment Planning Commission

2023 Work Plan

Work Plan Item	Priority	Status	Schedule
Required 5-Year Review of City Master Plan			
MP Adopted 2021			Required Review - 2026
Zoning Ordinance Updates			
Child Care Facilities			
Sign Ordinance			
Zoning Amendments for Consistency w/ Master Plan			
MP/ZO Review – Select/Prioritize Work Items for 2023	1		2.22.23
WP #1 - Residential Districts: (1./4.) Amend R-A, R-T and R-M Districts to allow and incentivize Clustered Residential Subdivision Design			
WP #1 - Residential Districts: (2./5.) Amend R-A, R-T and/or R-M Districts to allow Alternative Housing Types			
WP #1 – Residential Districts: (2.) Short-Term Rentals			



City of Parchment Planning Commission

WP #1 – Residential Districts: (3.) Amend R-T and R-M Districts to incentivize Mixed Housing Development			
Planning Commission Education/Training			
PC Training Session	1		
Joint CC/PC/ZBA Meeting	1	Completed	1.25.23

MEMORANDUM

To: Planning Commission

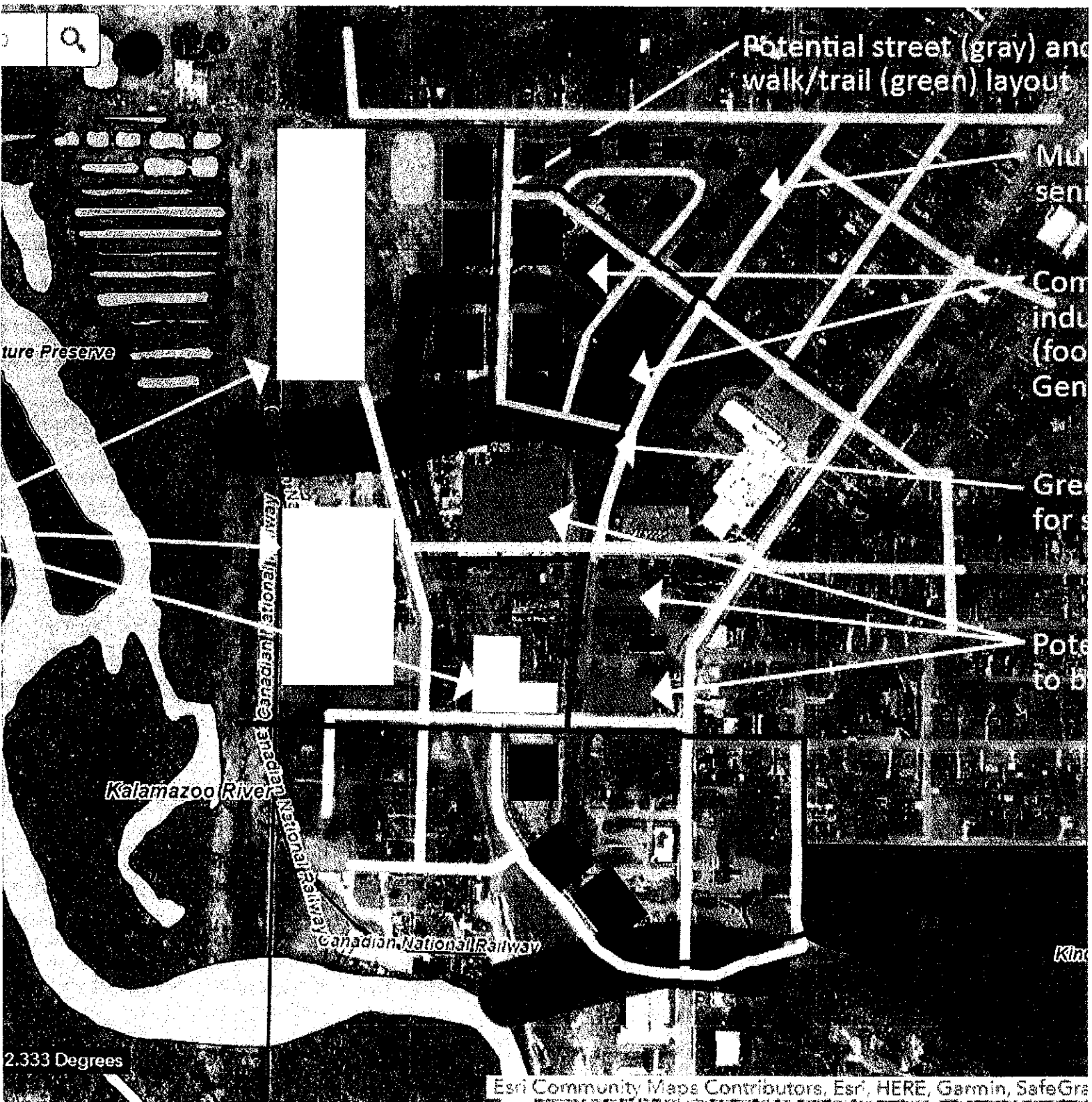
From: Nancy R Stoddard, City Manager

Date: March 16, 2023

Re: Driveways within Mill Site

Discussion: Recently, the subject of the land locking of property within the Mill Site was raised for discussion. We see that it is important to not allow one entity to block off the development of remaining mill properties due to the lack of driveways through the Mill Site. The Mayor and I ask that the Planning Commission think about how driveways could serve the occupants of this area and the best placement of those as they connect to the rest of Parchment's roadways.

A map of an earlier proposal regarding drives has been included with the packet. Perhaps conversation from that time when it was proposed would be helpful to your planning. No decisions are being made at this time but the City wants to be thoughtful about setting aside acreage for drives to prevent land locking of parcels.





City of Parchment Planning Commission

Zoning Amendments for Consistency w/ Master Plan

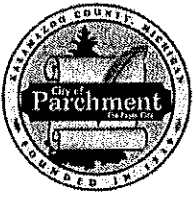
- Master Plan – Adopted 2021
 - Recommended Planning Studies & Zoning Ordinance Amendments
 - Select/Prioritize Annual Work Plan Elements
-

1 Z.O. Amendments – Residential Districts

- Allow clustered residential subdivision design (SF – 2F dwellings)
- Provide for alternate, innovative housing types
 - Dwelling units as small as 400 square feet (“micro-housing”)
 - Guest houses
 - Accessory housing (“granny-flats”, “mother-in-law” apartments)
 - Row houses (zero lot line development)
 - Short-term rentals
 - Duplexes in single-family districts
 - Live-work units
- Allow a mix of housing types in new developments; discourage single-family-only developments
- Use density bonuses to incentivize clustered residential subdivision design and mixed housing developments
- Examine the possibility of dividing the R-M District into two districts based on the scale of the building . . . create one district for lower density multifamily housing such as townhouses, row houses, and duplexes; and another district would be for larger multifamily facilities

2 Z.O. Amendments – Commercial/Industrial Districts

- Reduce the street-front setbacks for commercial uses and all uses in the downtown area



City of Parchment Planning Commission

- Develop a *Design Standard Overlay* ordinance to ensure that new commercial and industrial establishments conform to and complement the aesthetics of existing businesses in Parchment
- Establish design standards that encourage local/small-scale business development
- Ensure businesses that link to the character of downtown Kalamazoo as an arts and entertainment center are allowed
- Allow commercial uses/activities where they serve as a buffer to or support industrial uses/activities

3 Z.O. Amendments - Riverfront

- Allow recreational-type commercial development within the floodplain in accordance with FEMA and NFIP rules
- Require development/redevelopment proposals for the riverfront area to prepare Environmental Impact Statements
- Develop clear guidelines based upon Federal Emergency Management Authority/National Flood Insurance Program rules/regulations that allow development within the floodplain which include flood-proofing requirements for commercial/industrial development

4 Zoning Map Amendments

- Rezone the riverfront areas for commercial/recreational development
- The area south of the Central Business District is seen as an area where office/commercial development should be encouraged; the area north of the Central Business District should have its residential character maintained as much as possible, while allowing a limited office/commercial conversions

5 Subarea Plans/Studies

- Develop a riverfront redevelopment plan
- Develop a corridor improvement plan for Riverview Drive with Kalamazoo Township and the City of Kalamazoo



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- Develop a corridor improvement plan for G Avenue with Cooper Township, Kalamazoo, Comstock, and Richland Townships
- Prepare a Natural Resources Inventory of the Kalamazoo River floodplain and immediately adjacent upland areas
- Consider coordinating zoning districts with Kalamazoo and Cooper Townships



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WORK PLAN: Zoning Amendments for Consistency w/ Master Plan

Z.O. Amendments – Residential Districts

1. Allow clustered residential subdivision design (SF – 2F dwellings)

This would involve amendment of the R-A, R-T and R-M Districts . . and is used to offer alternative neighborhood layouts. Such an amendment would not address housing type.

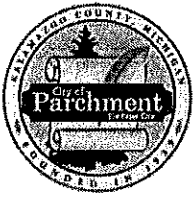
2. Provide for alternative, innovative housing types:

- Row houses (zero lot line development)
- Duplexes in single-family districts

Could add 'missing middle' housing options to the R-T District. (see pg 3)

- Dwelling units as small as 400 square feet ("micro-housing")
- Guest houses
- Accessory housing ("granny-flats", "mother-in-law" apartments)
- Live-work units

Could provide for cottage (or courtyard) development, ADUs, live-work units and duplexes . . in the R-A, R-T and R-M Districts. They are options that allow for a higher use of land within existing neighborhoods, without changing neighborhood character. This often is attractive to 'built communities' looking to provide additional housing.



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- Short-term rentals

Allowing STRs can be a drain on the affordable housing stock so may not be something you want to encourage everywhere. However, it will eventually require your attention if legislative action occurs.

3. Allow a mix of housing types in new developments; discourage single-family-only developments

This would involve amendments to the R-T and R-M Districts that either incentivize or mandate mixed housing development.

4. Use density bonuses to incentivize clustered residential subdivision design and mixed housing developments

This is basically 1 type of incentive available . . and could be built in to the amendments under #1 and #3.

5. Examine the possibility of dividing the R-M District into two districts based on the scale of the building . . create one district for lower density multifamily housing such as townhouses, row houses, and duplexes; and another district would be for larger multifamily facilities

This approach may feel like a more comfortable way to 'allow for a greater mix of housing types in the City' than outlined in #2 . . and would be a great way to start allowing 'missing middle' housing options if there are receiving areas within the City for an 'expanded' R-M District.

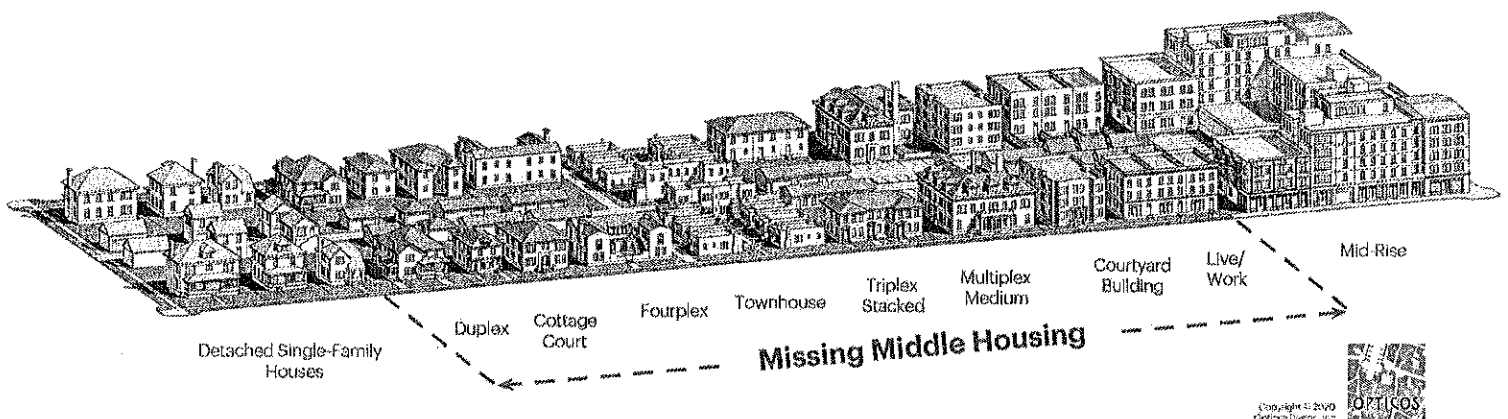


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Missing Middle Housing:

House-scale buildings
with multiple units
in walkable neighborhoods

These building types, such as duplexes, fourplexes, cottage courts, and courtyard buildings, provide diverse housing options and support locally-serving retail and public transportation options. We call them “Missing” because they have typically been illegal to build since the mid-1940s and “Middle” because they sit in the middle of a spectrum between detached single-family homes and mid-rise to high-rise apartment buildings, in terms of form and scale, as well as number of units and often, affordability. In the diagram below, the Missing Middle types are shown in yellow, providing many housing options in between the single-family homes and higher intensity apartment buildings, both shown in white.



'Missing middle' housing is currently only allowed within the R-M District . . under the use 'multiple-family dwellings'